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CONFIDENTIAL

SEP 14 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)
SUBJECT : Overtime
REFERENCE : Report from ADD/A on Overtime and Leave Taken
dated 27 August 1953

1. The overtime requirement for this Office, compared to the Agency average as brought out in the referenced memorandum, has been a subject of study and concern to the management of the Logistics Office and has received my continued personal attention.

2. The study mentioned above has caused several changes in procedures which will result in a saving of overtime. In addition, during the period covered in referenced report, considerable overtime was necessitated by the move into the [redacted] and the increased activity in procurement due to the close of the fiscal year, both of which will not be reflected in succeeding reports.

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3. On the other hand, this Office has always been undermanned for its assigned missions. The recent ceiling on personnel has prevented planned personnel expansion, and emergency requirements scattered throughout the entire Office continue to be received; hence it will be impossible to do away with overtime in its entirety and the average for this Office will undoubtedly compare unfavorably with the average for the entire Agency.

4. Although, as I have indicated above, use of overtime will continue to be an operating necessity, increasing efforts will be made to reduce these requirements to a minimum in our attempt to comply with the intent of your directive.

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SIGNED
[redacted]

Acting Chief of Logistics

LO/DC/AKS:lmr (11 September 1953)

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